ENVIRONMENTAL HEALTH SPECIALIST

DEFINITION

To assist in the implementation of the National Pollutant Discharge Elimination System (NPDES); to perform thorough review of all development reports and plans requiring storm water quality review, including Initial Studies, Hydrology and drainage studies, Environmental Impact Reports, Water Quality technical Studies, Strom Water Pollution Prevention Plans, Tentative Maps, and other related documents; and to support the goals of the Storm Water Management Section, and assist in a wide variety of related programs and projects carried out by the Engineering Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. May exercise technical and functional guidance over assigned staff.

ESSENTIAL FUNCTIONS - Functions may include, but are not limited to, the following:

Assist in the implementation of the National Pollutant Discharge Elimination System (NPDES) program, and review development proposals, designs and plans for compliance with storm water regulations, and enforce the City's Storm Water Management Ordinance.

Evaluate and interpret technical reports, plans, documents, manifests, applications and permits related to environmental regulations and compliance with local, state and federal regulations.

Oversee and review monitoring NPDES programs such as dry weather and wet weather mandatory programs.

Coordinate with GIS staff to create, update and quality control various databases and maps that are required by the Regional Water Quality Control Board.

Prepare notices of violation, compliance schedules, and cases for court action; appear in court to testify in such action.

Provide instruction to public/city staff regarding codes and regulations as required by NPDES; prepare applicable state mandated reports.

Write council agenda statements, comprehensive reports, and correspondence, as required.

Collect environmental samples and perform related field tests.

Represent the City in meetings, workshops and technical committees; participate in regional work groups and joint activities.

Develop, maintain, and analyze databases and inventories; update the City's storm water program web page.

Answer questions for the general public, contractors, developers, and others.

Prepare and administer Requests for Proposals.

Conduct construction, industrial, commercial, municipal, and residential inspections for storm water compliance.

Organize public education workshops and community events; develop educational brochures and other materials.

Respond to reported storm water violations.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of municipal storm water laws and legal terminology.

Principles and practices of Chemistry and Biology.

Methods of detection of chemical and bacteriological pollutants present in urban runoff and the effect on the environment.

Pertinent, federal, state, and local codes, ordinances and regulations affecting the NPDES Permit and Storm Water Pollution Program.

Water sampling techniques and laboratory analytical methods.

Data analysis methods and proper use of monitoring, sampling and basic testing equipment.

Safety principles and practices related to industrial waste inspections.

Computer equipment and software applications related to assignment.

Principles of public speaking.

Principles of customer service and conflict resolution techniques.

English usage, spelling, grammar, and punctuation.

Ability to:

Develop and oversee implementation of various storm water management programs.

Collect environmental samples and perform field tests.

Read and interpret maps and development study reports.

Interpret and apply applicable codes and ordinances.

Participate in regional and watershed based activities.

Implement public education and outreach programs to various target audiences.

Prioritize assignments and resources to respond to emergency, special or routine situations and deadlines in a timely manner

Analyze and evaluate situations and take appropriate action; use independent judgment in the exercise of daily responsibilities.

Prepare comprehensive reports, clear and concise logs, reports and correspondence using a computer.

Communicate clearly and concisely, both orally and in writing; speak effectively before individuals and groups.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training:

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in environmental science, physical science, engineering or a related field, including one year of experience working with storm water management regulations, analysis, planning, and/or implementation of environmental programs or other related environmental regulations.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Biology, Environmental Science, Environmental Engineering, Environmental Planning, Public Health/Environmental Health, or a related field including laboratory coursework in chemistry and biology

License or Certificate

Valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; use telephone; write or use keyboard to communicate through written means; may lift up to 50 pounds; walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections and exposure to varied weather conditions. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers and around storm water, wastewater, industrial wastes, hazardous substances, and in the immediate vicinity of laboratory chemicals and reactive agents used to analyze storm water run-off samples. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

12/04